

C/PdP6 VAR
OTR 80-1091

FYT AB
16 JUL 1930

MEMORANDUM FOR: Director, Office of Data Processing

STATINTL ATTENTION: [REDACTED]

FROM: Donald E. Smith
Director of Training

SUBJECT: Rotational Assignment

1. During discussions between [REDACTED] and members of STATINTL staff, it was suggested that we provide you with additional information to assist in the selection of an individual for a rotational assignment to the Office of Training. We hope the following information will help.

2. The person will be assigned to the Plans and Analysis Staff, which is attached to my office. As such, the officer will have direct and immediate access to [REDACTED] and me. In addition, we believe this will provide the leverage needed to conduct an across-the-board review of potential ADP applications in the Office of Training. He will be in contact with all senior OTR personnel and other personnel who will be seeking computer assistance. We believe that one method for increasing productivity at this time is through enhanced computer support. This will obviously change over time as the program becomes more institutionalized within OTR, and the individual moves from the status of a reviewer to an overseer of the implementation process and subsequent changes and innovations that will be required following the initial flurry of activity.

3. The individual selected will commence work on the identification and coordination of OTR endeavors in the ADP arena. The person will report directly to me on his review of OTR and his findings regarding areas where computer assistance is possible and feasible as well as the resource requirement to implement the proposals. Some areas into which he will be looking are: course scheduling and curriculum planning; standardization of computer-generated course evaluations and classroom scheduling; computer assistance in preparation of the OTR Budget, Program Call, MBO's and strategic planning objectives; the

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STATINTL scheduling, training, tracking and review of CT applicants and employees; the review, coordination, control and approvals associated with the recently revised Agency Language Incentive Program; [REDACTED] preventive maintenance program schedules; and other applicable areas associated with the running, course scheduling, BOQs availability, and upgrading of [REDACTED] facilities and undoubtedly other areas which will be identified during the review of OTR. STATINTL

4. OTR will team up with your officer another person from within to assist with the initial survey. [REDACTED] who has a lively interest in looking into computer applications that might be applicable to OTR, is the employee we propose to work with the officer you will be sending to us in the near future. We believe this will be an advantageous arrangement and should aid in expediting any break-in period that may be required. STATINTL

5. We are looking forward to the assignment of your officer and we are convinced of its merit. We thank you for sharing our interest. If you have any questions, please do not hesitate to call either me or [REDACTED] extension 2320. STATINTL

[REDACTED]
Donald E. Smith

STATINTL